



City of Austin - JOB DESCRIPTION



Assistant City Manager

FLSA:	Executives/1	EEO Category:	(10) Official/Adm
Class Code:	10785	Salary Grade:	E00
Approved:	May 01, 1991	Last Revised:	May 14, 2008

Purpose:

With general direction and policy of the City Manager and City Council, direct administrative work relating to the full range of municipal management issues. The Assistant City Manager interprets Council and management policies for other administrative officers, employees of the City of Austin, and other interested parties. The incumbent resolves problems or conflicts that may arise in City government and helps establish good management practices, and directs the administrative staff.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Interpret policies and provide staff direction on policy as well as policy and procedural revisions.
2. Carry out the City Manager's directives regarding interpretation of policies and represents the City Manager in resolving problems and conflicts within City government.
3. Investigate and report to the City Manager on questions of interdepartmental procedures or interpretation of responsibility.
4. Assist the Deputy City Manager in the orderly and timely conduct of municipal business operations within the context of various laws and regulations.
5. Serve as a primary advisor to the City Manager developing short and long-range plans in regard to departments/offices within portfolio of business.
6. Assist in establishing programs and policies for submission to City Council that will aid in maintaining the financial integrity and service levels of various operations of the City of Austin.
7. Direct the preparation and monitoring of budgets, negotiate contracts and agreements in support of City activities.
8. Work closely with various advisory boards and community groups to maintain efficient and effective progress toward agreed upon goals and objectives. Keep the Deputy City Manager, City Manager and City Council advised of all pertinent issues affecting the achievement of their goals and recommends amendment or modification.
9. Supervise research, procedural and administrative studies and preparation of reports embodying proposed or recommended solutions or courses of action.
10. Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
11. Act for the Deputy City Manager in his/her absence.
12. Maintain and improve upon key relationships with several agencies/organizations throughout the City.
13. Attend Board, Commission, Council and other public meetings.

Responsibilities - Supervisor and/or Leadership Exercised:

- Evaluate job performance.
- Manage division/section activities.
- Monitor departmental budget expenditures.
- Develop & revise operating procedures.
- Review work for accuracy & completeness.
- Train personnel in performance of job tasks.
- Assign job duties & monitor task completion.
- Recommend personnel actions, i.e. promotions, transfers, hires, fires, etc.
- Prioritize projects and work activities.
- Resolve work-related problems for subordinates.
- Coordinate division/section activities with other departments

Knowledge, Skills, and Abilities:

- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of Public administration principles, including the basic principles of organization, management, and budget preparation.
- Knowledge of organization and functions of constituent Austin City government units.
- Knowledge of basic laws, ordinances, and regulations underlying a public sector organization.
- Knowledge of research techniques and the sources and availability of information.
- Skill in maintaining effective working relationships with political units such as the Mayor and City Council, boards of commission, state and county officials and/or various special interest groups and the general public.
- Skill in communicating effectively both orally and in writing.

Ability to perform a broad range of supervisory responsibilities over others.

Ability to analyze a variety of administrative problems, make sound recommendations as to their solution, and prepare working procedures.

Minimum Qualifications:

Bachelor's degree in Public Administration, Business Administration or related field plus five (5) years experience in managing and directing a complex organization, including two (2) years of experience as a department head or comparable capacity.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.